DAVID WILLIAMS
ACCOUNTANT

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PROFESSIONAL SUMMARY

Detail-oriented and highly analytical Accountant with 6+ years of experience in financial reporting, budgeting, tax preparation, and auditing. Proficient in managing accounts payable/receivable, ensuring compliance with GAAP and IRS regulations, and optimizing financial processes. Adept at using advanced accounting software to improve efficiency and accuracy. Passionate about financial planning, risk assessment, and providing strategic insights to support business growth.

CORE COMPETENCIES / KEY SKILLS

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- Financial Reporting & Analysis
- Accounts Payable & Receivable
- Tax Preparation & Compliance
- Budgeting & Forecasting
- Auditing & Risk Management
- Payroll Processing
- GAAP & IFRS Compliance
- Cost Control & Reduction
- QuickBooks & SAP ERP

PROFESSIONAL EXPERIENCE

Senior Accountant 2020 – Present
Anderson Financial Group (Chicago, IL)

- Prepared and analyzed financial statements in compliance with GAAP, ensuring accuracy in reporting.
- Managed tax filings and audits, reducing tax liabilities and ensuring regulatory compliance.
- Led budgeting and forecasting initiatives, improving financial planning efficiency by 30%.
- Supervised payroll processing and reconciled discrepancies, enhancing financial accuracy.
- Provided financial insights and risk assessments to senior management, leading to cost-saving strategies.

Accountant 2017 – 2020
Summit Accounting Services (New York, NY)

- Maintained and reconciled general ledger accounts, ensuring timely financial reporting.
- Processed accounts payable and receivable transactions, reducing outstanding balances by 25%.
- Conducted internal audits to identify and resolve financial discrepancies.
- Assisted in preparing tax returns and ensuring compliance with IRS regulations.
- Implemented new accounting software, improving operational efficiency.

EDUCATION

Bachelor’s Degree in Accounting 2016
University of Illinois, Chicago, IL

TECHNICAL SKILLS

- QuickBooks, SAP ERP, Xero
- Microsoft Excel (Advanced), Power BI
- Tax Preparation Software (TurboTax, Lacerte)
- Financial Modeling & Data Analysis

LANGUAGES

English - Fluent
Spanish - Intermediate

PROFESSIONAL AFFILIATION

Member, American Institute of Certified Public Accountants (AICPA)